

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3232 **TITLE:** DAY CARE CENTER TEACHER II **GRADE:** S-18

DEFINITION:

Under direction, to perform professional and supervisory work in the field of child development in a small to medium size day care center for children; and to do related work as required.

TYPICAL TASKS:

Plans and implements a daily program of developmental experiences for preschool children, and a remedial and enrichment program for school-age children;
Provides care and protection for the children, helping them learn to adapt to and cope with real-life situations and to develop appropriate habits in such activities as eating and dressing;
From daily observation, notes the physical condition of each child, reports conditions needing attention, and administers first aid treatment when needed;
Maintains progress records on the emotional, physical, social and intellectual development of the children;
Holds regular individual parent-teacher conferences and participates in parent group meetings and activities;
Through individual conferences, supervises assistant teachers and aides in their daily contact with children;
Maintains attractive, healthful surroundings and assures that equipment and materials are kept accessible to the children and in good condition;
Attends and participates in conferences and workshops related to group day care and other pertinent fields;
Performs center administrative duties, to include liaison with school officials, personnel, payroll, record keeping, cash handling and snack purchasing;
Responsible for center newsletter;
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to this class differ from the Day Care Center Teacher I in that they have administrative, fiscal and supervisory responsibilities as the "head" of a small to medium size center, while the Teacher I only has program planning and operational responsibilities for a specific program area within a large center headed by a Day Care Center Supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of individual behavior and the growth and development of children, and the impact of group relationships;
Knowledge of health, safety and first aid methods, and the ability to assume administrative responsibility for the assigned center's overall health and safety program;
Knowledge of the factors which cause problems in children;

Ability to establish warm and supportive relationships with children, on a group and individual basis, gaining their confidence and trust and imparting a sense of security;

Ability to provide a wide variety of stimulating experiences for children to meet their individual intellectual and emotional needs;

Ability to recognize problems of both a physical and psychological nature as exhibited by children;

Ability to organize and plan the activities of subordinate day care personnel;

Ability to develop and maintain a working relationship with parents and staff.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to graduation from an accredited four-year college or university, preferably with a major in early childhood or elementary education, social work, psychology, nursing or a related field.

CHANGE IN TITLE: August 6, 1984

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